



# Memorandum

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**DATE:** January 28, 2021

**TO:** Alameda County Technical Advisory Committee

**FROM:** Maisha Everhart, Director of Government Affairs and Communications  
Denise Turner, Safe Routes to Schools Program Manager  
Aleida Andrino-Chavez, Associate Transportation Planner

**SUBJECT:** Safe Routes to Schools Mini-Grant Program Update

## Recommendation

This item is to provide the Alameda County Technical Advisory Committee with an update on the Safe Routes to Schools Mini-Grant Program. This is an informational item only.

## Summary

Alameda CTC proposes the Safe Routes to Schools (SR2S) Mini-Grant Program (Program) to support local jurisdictions' efforts in implementing bicycle and pedestrian safety and access improvements around school sites across Alameda County.

Since 2007, as part of the Alameda CTC's SR2S Program, Alameda CTC has been proactive in working with member jurisdictions in conducting School Site Assessments (SSA). These SSAs identified specific transportation safety improvements around schools in the County to make traveling to school safer and more accessible through biking, walking, transit, and carpooling. In addition, jurisdictions in Alameda County have also funded and conducted site assessments as part of local efforts to advance safety near schools.

The Program contains \$1.7 M in Measure B Countywide Bicycle and Pedestrian Discretionary Funds and CMA TIP Funds that are proposed to be distributed on a formulaic distribution share based on Alameda County's student population, with a minimum of \$15,000 available to the all eligible jurisdictions (fourteen cities and County of Alameda).

## Background

The Alameda CTC's SR2S Program is committed to creating safe environments around schools to facilitate the use of active transportation, carpooling and transit for trips to and from schools throughout Alameda County. Alameda CTC has been diligently

working with its member agencies conducting SSAs since 2007. The SSAs are a core component of the Engineering "E" element of the SR2S Program, which together with the other components of the SR2S Program, deliver a comprehensive curriculum to support active transportation to schools.

Alameda CTC is launching the Alameda County SR2S Mini-Grant Program (Program), which aims to support member agencies to implement the recommended transportation improvements identified through an SSA conducted by the Alameda CTC SR2S Program or by a similar local effort. The complete Program Guidelines are included in Attachment A: Alameda CTC's SR2S Mini-Grant Grant Program Guidelines.

### ***School Population Funding Distribution***

The Program contains \$1.7M in Measure B Countywide Bicycle and Pedestrian Discretionary Funds and CMA TIP Funds to support local jurisdictions' efforts to implement the countermeasures recommended in the SSAs.

Staff proposes funds be distributed on a non-competitive, formulaic distribution methodology based on an eligible jurisdiction's share of Alameda County's student population. Staff reviewed two main distribution options using the 2019-20 school population data as described below.

- Option 1: This option distributes funds based on an eligible jurisdiction's share of Alameda County's student population. This results in funding distributions between \$5,000 and \$388,000 per jurisdiction based on student population share.
- Option 2: Upon review of Option 1 findings, this option distributes funds based on an eligible jurisdiction's share of Alameda County's student population, with a minimum of \$15,000 available to all eligible jurisdictions. The distribution formula is based on an eligible jurisdiction's share of Alameda County's student population (which does not include the student population of a jurisdiction that received a minimum amount). This results in funding distributions between \$15,000 and \$386,000 per jurisdiction based on student population share.

Attachment B provides a comparative distribution summary of these two options.

Upon review of the various formula options, the Program funds will be distributed based on the Option 2 formula to ensure all jurisdictions receive a minimum amount of \$15,000 and have the ability to implement bicycle and pedestrian improvements around local school sites. The Alameda CTC's SR2S Program Guidelines incorporates this recommended formula distribution.

### ***Program Guidelines***

The Program offers eligible recipients (cities and the County of Alameda) a single, maximum grant award of up to their designated share amount detailed in the Program Guidelines for transportation improvements that achieve the following program goals:

- Create, support, and enhance safe access and mobility to schools;
- Implement safety countermeasures identified in a School Site Assessment (SSA) conducted by Alameda CTC or by a local SR2S School program;

- Encourage students to bike and walk to school; and
- Support capital improvements that are implementation-ready to provide immediate benefits to bicycle, pedestrian and transit travel to schools.

All eligible jurisdictions that propose an eligible project with a required 1:1 match funds to funds requested will receive program funding. Per the Alameda CTC's Small Cities Program Policy, the Cities of Albany, Emeryville, and Piedmont are not required to provide a match. Projects must be completed by June 30, 2023.

The applicant must provide sufficient detail on the proposed improvement(s), including location and limits of the proposed improvements in relationship to nearby schools, documentation of consistency with an SSA improvement or similar effort, a detailed schedule, confirmation of matching commitments, and project cost details to determine Program eligibility.

### Program Schedule

- |   |                  |
|---|------------------|
| • Release Call for Projects               | February 4, 2021 |
| • Application Deadline                    | March 15, 2021   |
| • Funding Recommendation                  | April - May 2021 |
| • Execute Project Funding Agreements      | July 1, 2021     |
| • Project Completion/Expenditure Deadline | June 30, 2023    |
| • Project Open to Public                  | July 1, 2023     |

Alameda CTC is accepting applications through March 15, 2021. All unclaimed Program funds remaining after the application deadline will be reprogrammed through Alameda CTC's future discretionary processes. Please visit the link below to download the SR2S Mini Grant Application:

<https://www.alamedactc.org/funding/funding-opportunities/>.

**Fiscal Impact:** The requested action will encumber \$1.5M of Measure B Bicycle and Pedestrian Countywide Discretionary funds and \$200,000 CMA TIP funds to eligible recipients for use through fiscal year 2021-22 and 2022-23.

### **Attachments:**

- A. Alameda CTC SR2S Mini-Grant Program Guidelines
- B. SRS2 Funding Distribution Options

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## ALAMEDA COUNTY TRANSPORTATION COMMISSION

### Safe Routes to Schools

#### Mini-Grant Program Guidelines

The Alameda County Transportation Commission (Alameda CTC) Safe Routes to Schools (SR2S) Program is committed to creating safe environments around schools that facilitate active transportation, carpooling and transit ridership for trips to and from school.

Alameda CTC's Safe Routes to Schools Mini-Grant Program (Program) aims to support capital improvements that enhance the conditions for pedestrians and cyclists and transit riders traveling to and from school in Alameda County.

The Program's goals are to:

- Create, support, and enhance safe access and mobility to schools;
- Implement safety countermeasures identified in a School Site Assessment (SSA) conducted by Alameda CTC or by a local SR2S School program;
- Encourage students to bike and walk to school; and
- Support capital improvements that are implementation-ready to provide immediate benefits to bicycle, pedestrian and transit travel to schools.

The Program contains \$1.7M in Measure B sale tax program funds and CMA TIP funds. Program funds will be distributed on a formulaic distribution share based on student population, with a minimum of \$15,000 to each jurisdiction.

Eligible jurisdictions have until March 15, 2021 to submit a funding request for eligible bicycle, pedestrian and transit improvements that achieve the Program goals and meet the Program requirements further described within these guidelines.

Project Sponsors may propose SSA-identified improvements at one school location or propose a package of improvements at multiple school locations.

Projects must be implemented and open to the public by July 1, 2023.

## PROGRAM GUIDELINES

### 1. Eligible Recipients / Project Sponsors

- Cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City; County of Alameda

Entities (such as school districts) that are not identified above as eligible direct recipients may be eligible to receive funds as sub-recipients by partnering with an eligible direct recipient that is willing to pass through the funds to a sub-recipient.

### 2. Student Population Based Funding Formula Distribution and Matching Requirements

#### Formula Distribution:

The Program contains \$1.7M in Measure B Bicycle and Pedestrian Funds and CMA TIP program funds that will be distributed to eligible recipients based on a formula share of student population across Alameda County, with a minimum of \$15,000 to each jurisdiction. Table 1 shows the funding distribution by jurisdiction.

<b>North</b>	<b>Amount</b>
Albany	\$27,000
Berkeley	\$74,000
Emeryville	\$15,000
Piedmont	\$19,000
Oakland	\$386,000
Alameda	\$84,000
<b>Total North</b>	<b>\$605,000</b>
<b>Central</b>	
San Leandro	\$84,000
Alameda County (CV, San Lorenzo)	\$134,000
Hayward	\$175,000
<b>Total Central</b>	<b>\$393,000</b>
<b>South</b>	
Fremont	\$267,000
Union City	\$81,000
Newark	\$43,000
<b>Total South</b>	<b>\$390,000</b>
<b>East</b>	
Dublin	\$94,000
Livermore	\$103,000
Pleasanton	\$112,000
Alameda County-Sunol Elem. (Alameda County)	\$2,000
<b>Total East</b>	<b>\$312,000</b>
<b>Grand Total</b>	<b>\$1,700,000</b>

Note: The County's distribution in East and Central are to be considered a total available to the County.

### Matching Requirements

The following considerations apply to this program:

- Each eligible recipient/jurisdiction is limited to one (1) grant award of up to a maximum of the amount identified in Table 1.
- There is a 1:1 match requirement.
  - Per the Alameda CTC's Small Cities Program Policy, the Cities of Albany, Emeryville, and Piedmont are not required to provide a match.

### **3. Eligible Projects**

Projects will be reviewed and recommended for funding based on the below eligibility criteria. Projects must be clearly defined, demonstrate project readiness, and have local coordination/support to implement the project by Program's implementation deadline.

- Projects must be capital improvements identified in an SSA or a similar project level evaluation that identifies safety and accessibility improvements to school(s). Projects may differ from the recommendations included in the SSAs, and in cases where this occurs, a justification must be provided. For Projects not identified in an SSA, projects sponsors must demonstrate how the Project will specifically improve safety at the school(s).
- Projects must improve safety for cyclists, pedestrians, carpoolers, transit riders, and/or other forms of active transportation to school.
- Projects may include, but are not limited to, new or modified bicycle/pedestrian facilities, street reconfigurations, lane striping, flashing beacons, crosswalk striping, designated pedestrian path markings, signage/signals, bus shelters, transit stop improvements, sidewalk repair or construction around schools.
- Projects may be at a single school location or may consist of a set of improvements at multiple school locations.
- Jurisdictions are encouraged to prioritize investments at schools located in Communities of Concern, as defined by MTC.
- Projects must be implemented and open to the public by July 1, 2023.

### **4. Eligible Costs**

- Eligible costs include consultant or contracted costs, and other direct costs to implement the proposed improvement(s), including local jurisdiction staff time for developing design and engineering drawings (PS&E).
- Local staff time is eligible for project-specific work that is implemented directly by the city, such as project scoping, construction supervision, and development of

PS&E. Jurisdictions choosing this approach have to document staff time for these tasks on their invoices to Alameda CTC.

- Local jurisdiction's staff/labor cost for administration and contract oversight are not eligible for reimbursement, but may be included as cost matching.
- The deadline to incur eligible costs is June 30, 2023.

## **5. Application Process**

Eligible recipients may submit one (1) SR2S Mini-Grant Program application for Alameda CTC's consideration. Application package must include:

1. SR2S Mini-Grant Program Application
2. Project Vicinity Map clearly showing the location and limits of the proposed improvements in relationship to nearby schools and Communities of Concern, if applicable.
3. Project Improvement Map provided in the SSA, or similar project-level evaluation that clearly identifies which improvements are included in the application.

## **6. Application Deadline**

Eligible recipients may submit one (1) SR2S Mini-Grant Program application to Alameda CTC by 5:00 p.m. on March 15, 2021. Send completed applications electronically to the staff contacts identified at the end of these guidelines.

All unclaimed Program funds remaining after the application deadline will be reprogrammed through Alameda CTC's future discretionary processes.

## **7. Application Review and Grant Award Process**

Alameda CTC staff will review applications to ensure proposed projects meet the Program goals and eligibility requirements. Alameda CTC may request additional information from an applicant during this review. Upon successful determination of project and funding eligibility, Alameda CTC staff will forward a Program funding recommendation to the Commission for consideration.

## **8. Post Funding Award and Allocation Requirements**

Once funding is awarded, Project Sponsors are required to:

- Submit a governing body-approved resolution that accepts Alameda CTC funds, confirms local matching commitments, project delivery strategy, and local support for the project. A resolution is to be received prior to entering into a project funding agreement with Alameda CTC.
- Enter into a project funding agreement between the Alameda CTC. Agreements will include project scope, cost, schedule, performance measures, reporting requirements, publicity requirements, audit requirements, task deliverables,



effective date of reimbursable costs, etc. The current agreement requirements are located here: [https://www.alamedactc.org/app\\_pages/view/19025](https://www.alamedactc.org/app_pages/view/19025).

- Comply with Alameda CTC's Local Business Equity Program requirements: <https://www.alamedactc.org/get-involved/contract-equity/>

## 9. Reimbursement

The Program operates on a reimbursement basis for eligible, incurred costs. Eligible costs are based on the Project Sponsor's funding application, and further defined in the executed funding agreement between Alameda CTC and the Project Sponsor.

After a funding agreement has been executed, requests for reimbursement will only be approved for payment upon receipt of satisfactory documentation of eligible costs incurred by the Project Sponsor.

## 10. Other Requirements/Considerations

- Upon project completion, Project Sponsors must provide a Final Report that documents the project's accomplishments.
- All requests for reimbursement must be submitted no less than sixty (60) days prior to the funding agreement expiration date.

## 11. Resources

Refer to the link below to Alameda CTC's Safe Routes to Schools Program, including the completed SSAs: <https://www.alamedactc.org/programs-projects/safe-routes-to-schools/>

## 12. Schedule

- |   |                  |
|---|------------------|
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### Staff Contacts

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**Alameda County Transportation Commission**

SRS2 Capital Programming Capacity \$1,700,000

**Safe Routes to School (SR2S) Mini-Grant Program  
Funding Distribution Options**

	Student Population			Student Population (w/o Emeryville)	
		%			%
<b>North</b>					
Albany	3,575	2%		3,575	2%
Berkeley	9,801	4%		9,801	4%
Emeryville	721	0%			0%
Piedmont	2,559	1%		2,559	1%
Oakland	51,134	23%		51,134	23%
Alameda	11,077	5%		11,077	5%
<b>Total North</b>	<b>78,867</b>	<b>35%</b>		<b>78,146</b>	<b>35%</b>
<b>Central</b>					
San Leandro	11,073	5%		11,073	5%
Alameda County (CV, San Lorenzo)	17,798	8%		17,798	8%
Hayward	23,208	10%		23,208	10%
<b>Total Central</b>	<b>52,079</b>	<b>23%</b>		<b>52,079</b>	<b>23%</b>
<b>South</b>					
Fremont	35,345	16%		35,345	16%
Union City	10,699	5%		10,699	5%
Newark	5,660	3%		5,660	3%
<b>Total South</b>	<b>51,704</b>	<b>23%</b>		<b>51,704</b>	<b>23%</b>
<b>East</b>					
Dublin	12,497	6%		12,497	6%
Livermore	13,704	6%		13,704	6%
Pleasanton	14,798	7%		14,798	7%
Alameda County-Sunol Elem.	306	0%		306	0%
<b>Total East</b>	<b>41,305</b>	<b>18%</b>		<b>41,305</b>	<b>19%</b>
<b>County Total</b>	<b>223,955</b>	<b>100%</b>		<b>223,234</b>	<b>100%</b>

	Baseline		Recommendation	
	Share By Student Pop		Share By Student Pop. (w/ \$15k min. to Emeryville)	
	Amount	%	Amount	%
<b>North</b>				
Albany	\$27,000	2%	\$27,000	2%
Berkeley	\$74,000	4%	\$74,000	4%
Emeryville	\$5,000	0%	\$15,000	1%
Piedmont	\$19,000	1%	\$19,000	1%
Oakland	\$388,000	23%	\$386,000	23%
Alameda	\$84,000	5%	\$84,000	5%
<b>Total North</b>	<b>\$599,000</b>	<b>35%</b>	<b>\$605,000</b>	<b>36%</b>
<b>Central</b>				
San Leandro	\$84,000	5%	\$84,000	5%
Alameda County (CV, San Lorenzo)	\$135,000	8%	\$134,000	8%
Hayward	\$176,000	10%	\$175,000	10%
<b>Total Central</b>	<b>\$395,000</b>	<b>23%</b>	<b>\$393,000</b>	<b>23%</b>
<b>South</b>				
Fremont	\$268,000	16%	\$267,000	16%
Union City	\$81,000	5%	\$81,000	5%
Newark	\$43,000	3%	\$43,000	3%
<b>Total South</b>	<b>\$392,000</b>	<b>23%</b>	<b>\$390,000</b>	<b>23%</b>
<b>East</b>				
Dublin	\$95,000	6%	\$94,000	6%
Livermore	\$104,000	6%	\$103,000	6%
Pleasanton	\$112,000	7%	\$112,000	7%
Alameda County-Sunol Elem.	\$2,000	0%	\$2,000	0%
<b>Total East</b>	<b>\$314,000</b>	<b>18%</b>	<b>\$312,000</b>	<b>18%</b>
<b>Grand Total</b>	<b>\$1,700,000</b>	<b>100%</b>	<b>\$1,700,000</b>	<b>100%</b>

**Notes:**

**BASELINE: Straight Population**

This option is based on a straight population share methodology (jurisdictions' student population over the County total)

**RECOMMENDATION: Fixed Minimum of \$15,000 to Emeryville**

This option considers a minimum fixed amount of \$15,000 to Emeryville and distributing the remaining amount to the other jurisdictions based on their student populations over the County total (excluding Emeryville's student populations).

Dollars are rounded.

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